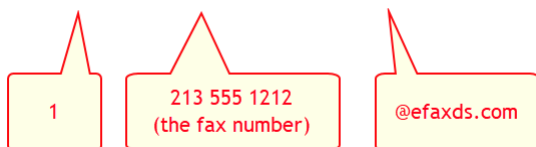


To fax from your individual DMH employee Outlook account, simply enter the fax number in the "To" line in the format 1 + area code + fax number @EFAXDS.COM, as shown:

In this example, faxing to recipient fax number (213) 555-1212, address your email

To...	<input type="text" value="12135551212@efaxds.com"/>
Cc...	<input type="text"/>
Subject	Test eFax Sending

To: 12135551212@efaxds.com



Only basic information is included on the default eFax cover sheet that will automatically be applied to your document. The subject and body appear blank unless you enter text in those parts of your email. (In the image, the sender – Sigmund Freud, M.D. – typed the word "Test" in the email subject line.)

FAX COVER SHEET	
TO	
COMPANY	
FAXNUMBER	12135551212
FROM	Sigmund Freud, M.D.
DATE	2020-05-11 16:30:40 PDT
RE	Test
COVER MESSAGE	

IF YOU ARE TRANSMITTING SENSITIVE OR CONFIDENTIAL INFORMATION, IT IS YOUR RESPONSIBILITY TO SEND ONLY THE MINIMUM NECESSARY INFORMATION /DATA. YOU CAN COPY AND PASTE THIS CONFIDENTIALITY WORDING IN THE BODY OF YOUR EMAIL, WHICH WILL BE THE COVER PAGE:

CONFIDENTIALITY STATEMENT

This facsimile transmission may contain information that is privileged and confidential and is intended only for the use of the person or entity named above. If you are neither the intended recipient nor the employee or agent of the intended recipient responsible for the delivery of this information, you are hereby notified that the disclosure, copying, use or distribution of this information is strictly prohibited. In addition, there are federal civil and criminal penalties for the misuse or inappropriate disclosure of confidential patient information. **If you have received the transmission in error, please notify contact person immediately** by telephone to arrange for the return of the transmitted documents to us or to verify their destruction.

Sender Name: _____

Sender Telephone Number (voice): _____



You are required by DMH Policy to include **your name** and **telephone number** on this cover page, in case it is received by a party other than intended. If a fax is transmitted to such a party, you are **required by policy** to immediately report the matter to the DMH HIPAA Privacy Unit.

DO NOT include [secure] in the subject line.

eFaxes are automatically encrypted. Adding [secure] will cause your fax to fail; it will not be sent.

You will receive a confirmation email for each eFax you send from your email, indicating whether the eFax transmission was successful or the reason it failed (no answer, person answered, or busy).

IMPORTANT

eFaxes you send are stored in your **Sent** folder. You should regularly delete emails of a sensitive and confidential nature, including emails that include PHI or PII. **To fully delete an email requires 2 steps:**

- (1) **Delete** the email from the **Sent** folder
- (2) **Empty** the **Deleted Items** folder.

eFaxes are not stored by the service, only transmitted. Data about all fax emails are reviewed by CIOB, including sender's email address, page count, date and time, recipient's fax number. Excessive or unusual use may be audited and management may be informed.